HRBEN
BENEFITS ADMINISTRATION

Chapter 3 –
Rehire Enrollment

AASIS Support Center, DiAnnette Scott
June '06, Revised to V5.0

Please Note: The Automatic Enrollment process does not affect Rehires.
Therefore, **all** Rehires must be manually entered into Benefit elections.

Rehire Enrollment Task Flow

For Automatic Plans, Employees complete the membership data forms provided by the vendors and return forms to an Agency Representative.	**Agency Benefits Specialist receives an SAP Inbox message indicating that an Employee has been Rehired.**	**Agency Benefits Specialist enrolls the Rehire in the Appropriate automatic plan(s) (HRBEN0001).**
Agency Benefits Specialist provides benefits information to Rehire.	**Agency Benefits Specialist receives the Benefits Application(s) from the Rehire, reviews documents and AASIS Personnel file and adds Dependents and Primary Care Physician if required (PA30).**	**Agency Benefits Specialist enrolls Rehire in appropriate benefits (HRBEN0001).**
Agency Benefits Specialist generates Benefits Elections Confirmation Letter (HRBEN0015).	**Agency Benefits Specialist sends Confirmation Letter to the Employee. The Employee verifies the information and reports any discrepancies.**	**AASIS automatically creates Benefit Payroll Deductions.**
AASIS sends electronic interface to vendor.	**Agency Benefits Specialist must sign the Employee's Enrollment form, make a copy for their records and send the original to Imaging per EBD.**	**STOP**

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Perform Rehire Enrollment

NOTE: For all employees terminated prior to June 10, 2001 and rehired after June 10, 2001: The employee must be rehired as a '**new hire**' in the system because their previous record will not be in AASIS. Benefit participation must also be processed.

For rehires in AASIS: Dependents that were previously covered on a Benefit Plan will appear in the employee's Master Data. Coverage should be selected in the Enrollment Process for dependents that are still eligible. Dependents that were not previously eligible may be added by following the BPP – *Create Dependent Record.*

Some of the Plans for the Rehire may not have been terminated in the AASIS system when their employment ended. Do not enroll in existing plans without verifying Eligibility and Application rules. Contact EBD for assistance.

Exercise
Scenario #3

- A Rehire employee appeared on the kick-out report. After research, the employee is eligible for the **APERS Contributory Plans**. Manually enroll the employee using the *required* 5% amount and all other health and life benefit plan options the employee has chosen.

     Note: For all Contributory Plans, **a required 5%** must be placed into the percentage field in order to properly enroll.

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Demonstration

- Benefit Rehire Enrollment

Human Resources > Personnel Management >
Administration>HR Master Data>
Maintain(**PA30**)

-and-

Human Resources > Personnel Management >
Benefits >
Enrollment(**HRBEN0001**)

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Note: PA30 (Maintain Master Data) is used to create Family
Member/Dependents and/or Benefits Medical Information
Primary Care Physician information. If this information is not
required or is not apart of the employee's application, you may
go directly to HRBEN0001 to begin the enrollment process.

Verify that General Benefits Information and Adjustment Reason
Infotypes have been created before beginning the enrollment
process. Green checks to the right of these Infotypes will appear
on the Maintain Master Data screen on the Benefits tab in
transaction PA30 and PA20.

Benefit Rehire Enrollment
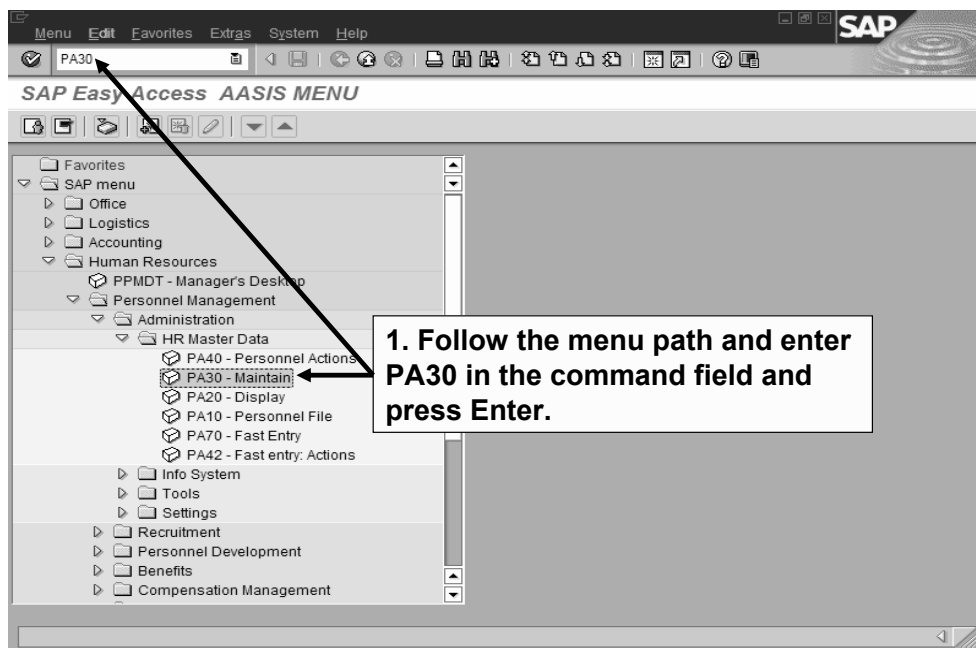
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Benefit Rehire Enrollment

HR master data | Edit | Goto | Extras | Utilities | Settings | System | Help

Maintain HR Master Data

Personnel no. 2432

2. Enter the personnel number.

Infotype text	E..
Actions	
Personal Data	
Organizational Assignment	
Addresses	
Basic Pay	
Family Member/Dependents	
Residence Status	
Additional Personal Data	
Communication	

Employment Issues | Career Manage...

3. Use the left and right scroll buttons to select the Benefits tab.

Period
- ● Period
  - Fr.
- ○ Today
- ○ A11   ○ Current month
- ○ From curr.date   ○ Last week
- ○ To current date   ○ Last month
- ○ Curr.period   ○ Current Year
- Choose

Direct selection
Infotype   STy

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Note: To search for an employee's personnel number, use the match code search functionality to search by name.

•You may search by an employee's last name by entering in **=n.** followed by the employee's last name.

•You may search by an employee's social security number by entering **=c..** followed by the employee's nine-digit SSN#.

Benefit Rehire Enrollment

HR master data   Edit   Goto   Extras   Utilities   Settings   System   Help

SAP

Maintain HR Master Data

5. Click Create

...2

...chael Thompson

| EE group | T | Regular State ... | Pers.area | HLA7 | Miller County |
| EE subgroup | UE | Employee | Cost Center | 627017 | OFM BAA0100 |

Benefits | Payroll | Taxes | Garnishments | Time

Infotype text	E..
General Benefits Information	✓
Family Member/Dependents	
Adjustment Reasons	✓
Health Plans	
Insurance Plans	
Savings Plans	
Flexible Spending Accounts	
Benefits Medical Information	
COBRA-Qualified Beneficiary	

Period
- ● Period
  - Fr.   To
- ○ Today   ○ Curr.week
- ○ A11   ○ Current month
- ○ From curr.date ○ Last week
- ○ To current date ○ Last month
- ○ Curr.period   ○ Current Year
- Choose

Direct selection
Infotype   0376   STy

4. Select the Benefits Medical Information tab or enter 0376 in the Infotype field.

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Please note, if you need to create a dependent, you should Perform that task first by selecting Family/ Related Person or enter 0021 in the infotype field.

Benefit Rehire Enrollment

9. Click Enter

10. Click Save

6. Enter the employee's hire date

7. Enter the Physician's name as shown on the employee's application.

8. Enter the identifying number for the Primary Care Physician selected by the employee.

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Benefit Rehire Enrollment

11. Click Exit to return to the user menu.

Maintain HR Master Data

Personnel no. 2432
Name Michael Thompson
EE group 1 Regular State ... Pers.area HLA7 Miller County
EE subgroup UE Employee Cost Center 627017 OFM BAA0100

| Benefits | Payroll | Taxes | Garnishments | Time |

Infotype text	E..
General Benefits Information	✓
Family Member/Dependents	
Adjustment Reasons	✓
Health Plans	
Insurance Plans	
Savings Plans	
Flexible Spending Accounts	
Benefits Medical Information	✓
COBRA-Qualified Beneficiary	

Period
○ Period
   Fr. _____ To _____
○ Today   ○ Curr.week
○ A11   ○ Current month
○ From curr.date ○ Last week
○ To current date ○ Last month
○ Curr.period   ○ Current Year
Choose

Direct selection
Infotype   Benefits Medical Information   STy

Record created

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Benefit Rehire Enrollment

Maintain HR Master Data

Personnel no.   2432

Michael Thompson

13. Click Create

ate _   Pers.area   HL13 Logan County
            Cost Center   627017   OFM BAA0100

Employment Issues   Career Management   Benefits   Payroll   Taxes

Infotype text	E..		Period
General Benefits Information	✔		⦿ Period
Family Member/Dependents			Fr. To
Adjustment Reasons	✔		○ Today ○ Curr.week
Health Plans	✔		○ A11 ○ Current month
Insurance Plans	✔		○ From curr.date ○ Last week
Savings Plans	✔		○ To current date ○ Last month
Flexible Spending Accounts			○ Curr.period ○ Current Year
Benefits Medical Information			Choose
COBRA-Qualified Beneficiary			

Direct selection

Infotype   Adjustment Reasons   STy

**12. Select the Adjustment
Reasons tab or enter 0378 in
the Infotype field.**

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Benefit Rehire Enrollment

Create Adjustment Reasons

16. **Select to Save**

Personnel No	2432	Name	Michael... Status	Active
EE group	1	Regular State Em..	Personnel ar	HL13	Logan County
EE subgroup	UE	Employee	SSN	124-57-8521
Start	☑		to	12/

14. **Enter Rehire date**

Adjustment Reason Data

Benefit area — State of Arkansas-US

Adjustment reason

> HIPAA
> New Hire Enrollment
> Ineligible Dependent
> Transfer(Rtr. Plans)
> Transfer (All Plans)
> Return from LWOP
> Misc Benefit Changes
> Reduction in Hours
> Rehire
> Transfer to FullTime

15. **Select the Rehire Adjustment Reason from the drop down list**

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Benefit Rehire Enrollment

Create Adjustment Reasons

Personnel No	2432
EE group	1 Regular State Em…
EE subgroup	UE Employee
Start	07/03/2005 to 12/31/9999

Name	Michael…	Status Active
Personnel ar	HL13 Logan County
SSN	124-57-8521

Adjustment Reason Data

Benefit area	State of Arkansas-US
Adjustment reason	Rehire

Deviation from end date

Current end date: 12/31/9999

Calculated end date: 08/02/2005

Do you want to replace the current
end date with the calculated end date?

[Yes]   [No]   ✖ Cancel

17. Select 'Yes' to continue

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Benefit Rehire Enrollment

Create Adjustment Reasons

Personnel No	2432	Name	Michael... Status Active
EE group	1 Regular State Em...	Personnel ar	HL13 Logan County
EE subgroup	UE Employee	SSN	124-57-8521
Start	07/03/2005 to 12/31/9999		

Adjustment Reason Data

Benefit area   State of Arkansas-US

Adjustment reason   Rehire

Go to enrollment

Do you want to go to enrollment?

[Yes]

[No]

[✖ Cancel]

18. Select 'Yes' to continue to Enrollment (HRBEN0001)

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Benefit Rehire Enrollment

19. Enter the Rehire date if needed, by clicking the Change Date icon

20. Double click on 'Rehire' to enroll

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•The date entered is the date the employee signed and dated the Enrollment Form.

• New hire employees must complete and sign the Enrollment Form within 30 days of employment.

• Applications should be entered in AASIS within a timely manner. Otherwise, the employee could have three or more premiums deducted from one payroll period.

Benefit Rehire Enrollment

21. Double click on Employee's desired Medical Plan

Benefit Rehire Enrollment

Note: The 'Deductions Pre-tax' is defaulted. If the employee waived pre-tax deductions and chose post-tax deductions, uncheck the box.

22. Click Accept

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Note: For this example, the employee does not have any Dependents to enroll in a Benefits Plan. If the employee had dependents, you would see a Dependents tab next to the Option tab.

To view the employee's dependents, you would need to click on the Dependents tab.

To enroll the dependents in a benefit plan, you would need to click the box to the left of the dependents name.

Then click on the Option tab and complete the steps above. Continue to complete the remaining steps in the New Hire Benefit Enrollment transaction.

Benefit Rehire Enrollment

Benefit Rehire Enrollment

Benefit Rehire Enrollment

25. Double click on the APERS Contributory Plan

If a Rehire chooses to enroll into the Contributory Plan, they can be enrolled using this option.

If a Rehire chooses to reenroll into the Non-Contributory Plan within 6 months of being rehired, they will have to be enrolled using PA30. Rehires choosing this option must have had the Non-Contributory Plan prior to termination in order to regain this option.

Benefit Rehire Enrollment

For Contributory Plans, a required 5% **must** be placed into the percentage field in order to enroll.

Benefit Rehire Enrollment

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Note: Once you have accessed an offering, a green check mark appears to the left of the employee's choice.

Benefit Rehire Enrollment

Note: Verify that the employee's elections were entered correctly.

29. Click Enroll

Benefit Rehire Enrollment

30. Confirmation of Enrollment is required to supply the Employee with verification of benefits selected. Click Confirmation and Print.

Exercise
Scenario #4

- A Rehire employee appeared on the kick-out report. After research, the employee is eligible for both the APERS Non-Contributory and Contributory Plans. Manually enroll the employee into the Non-Contributory Plan.

Note: Employees rehired within 6 months of termination who were previously Non-Contributory may choose either plan. If hired after 6 months, employee must be enrolled into the new Contributory plan.

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Demonstration

Manual APERS Non-Contributory Enrollment

Human Resources > Personnel Management >
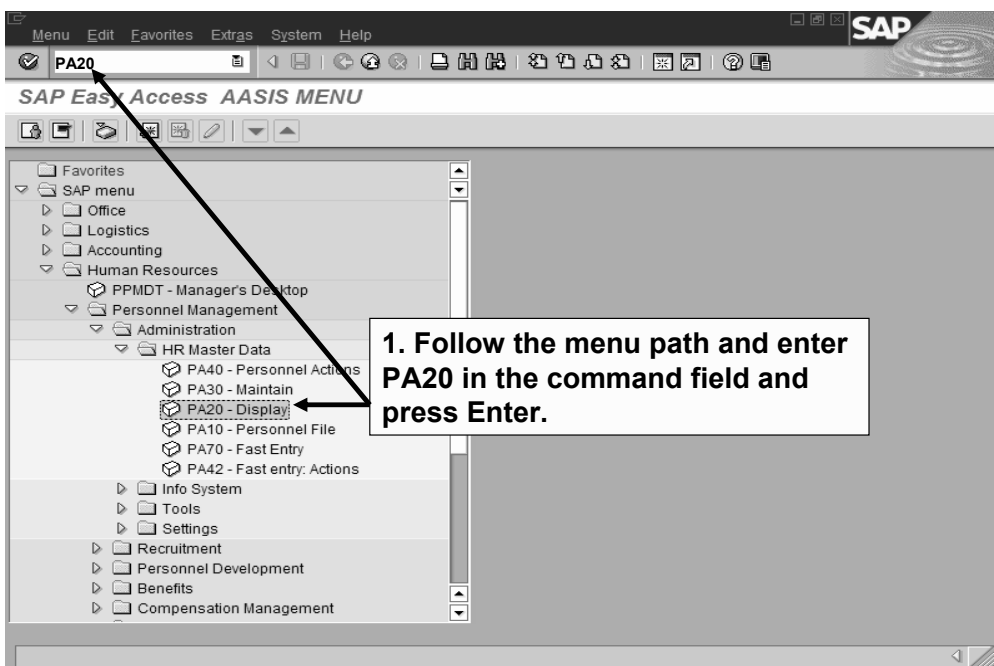Administration > HR Master Data > Maintain
(**PA20-Display**)
and
Human Resources > Personnel Management >
Administration > HR Master Data > Maintain
(**PA30-Create**)

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Manual APERS Non-Contributory Enrollment

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PA20 will allow you to view and verify the employee's previous enrollment.

Manual APERS Non-Contributory Enrollment

2. Enter the employee's personnel number.

3. Use the left and right scroll buttons to select the Benefits tab.

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Note: To search for an employee's personnel number, use the match code search functionality to search by name.

•You may search by an employee's last name by entering in **=n.** followed by the employee's last name.

•You may search by an employee's social security number by entering **=c..** followed by the employee's nine-digit SSN#.

Manual APERS Non-Contributory Enrollment

5. Click Display

4. Select the Savings Plans tab
or enter 0169 in the Infotype field.

Manual APERS Non-Contributory Enrollment

Infotype Edit Goto Extras System Help

Display Savings Plans

7. Click Exit

Personnel No	55	Name	Gail Ha…	Status	Active
EE group	1 Regular State Em…	Personnel ar	FA04	DFA	
EE subgroup	UE Employee	SSN	112-66-0815		
Start	12/08/2003 to	12/31/9999	Chng 06/20/2005 DLSCOTT		

Plan   R101 APERS Non-Cont

Plan data | Administration | Regular contrib. | Beneficiaries | Investments

General plan data

Benefit area	US State of Arkansas-US
Plan type	401A 401(a)
Benefit plan	R101 APERS Non-Cont Locked

6. View Rehire's previous Benefit plan

Planning Parameters

EE Contr. Variant	401A 401a EE
ER Contr. Variant	401A 401a ER Match
Vesting rule	VR1 Vesting 100% at 5 yr

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Manual APERS Non-Contributory Enrollment

1. Follow the menu path and enter PA30 in the command field and press Enter.

Manual APERS Non-Contributory Enrollment

2. Enter the employee's personnel number.

3. Use the left and right scroll buttons to select the Benefits tab.

Manual APERS Non-Contributory Enrollment

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Manual APERS Non-Contributory Enrollment

Create Savings Plans

Personnel No	55
EE group	1 Regular State Em...
EE subgroup	UE Employee
Start	07/14/2005

Name   Gail Ha...   Status   Active

Personnel ar   FA04   DFA

6.   Enter employee's effective date of Rehire

Plan

Plan data | Administration | Regular contrib. | Beneficiaries | Investments

General plan data

Benefit area   US   State of Arka...

Plan type

Benefit plan   ☑

7.   Click to view a list of Benefit plans

Planning Parameters

EE Contr. Variant

ER Contr. Variant

Vesting rule

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Manual APERS Non-Contributory Enrollment

Infotype	Edit	Goto	Extras	System	Help		SAP

Benefit plan (1)   35 Entries Found

Restrictions

Plan	Text
R101	APERS Non-Cont Locked
R102	APERS Cont
R105	APERS-AOC
R201	APERS-G&F T1 Non-Contr.
R202	APERS-G&F T2 Non-Cont. Locked
R301	ASPRS-T1 1-Locked
R302	ASPRS-T2
R601	APERS-Capitol Police Closed
D201	403B-V TIAA/CREF (VOL)
D202	403B-V Valic (VOL)
D203	403B-V Kemper (VOL)
D204	403B-V Travelers (VOL)
D205	403B-V Nationwide (VOL)
D206	403B-V Delta Life (VOL)
D207	403B-V Aetna (VOL)
D208	403B-V AMEX Fin. Advis. (VOL)
R401	TRS Non-Contrib-Locked
R402	TRS Contrib TRS
R501	ARP Escrow Pending
R502	ARP Escrow Deferred

8. Select Plan

36 Entries Found

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Manual APERS Non-Contributory Enrollment

Create Savings Plans

9. Click to Save

Personnel No		Name	Ha...	Status	Active
EE group	1 Regular State Em...	Personnel ar	FA04	DFA	
EE subgroup	UE Employee	SSN	112-66-0815		
Start	07/14/2005 to	12/31/9999			

Plan   R101 APERS Non-Cont

Plan data   Administration   Regular contrib.   Beneficiaries   Investments

General plan data

Benefit area	US	State of Arkansas-US
Plan type		
Benefit plan	R101	

Planning Parameters

EE Contr. Variant	
ER Contr. Variant	
Vesting rule	

Save your entries

Manual APERS Non-Contributory Enrollment

10. Click to return to the user menu

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Questions and Answers

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